

LPMT EXECUTIVE COMMITTEE AGENDA

May 6, 2004

Conference Call

3:00-3:05	Welcome/Approval Approve April 2004 minutes (Carole)
3:05- 3:10	Reminder June 3, 2004 Conference Call from 3-5 pm. and in-person meeting on Friday, July 9, 2004 in Los Angeles (Carole)
3:10-3:15	Introduction Introduction of all attendees: 30 seconds each
3:15-3:25	Treasurer's Report (A.J.)
3:25-3:40	Various announcements 1. Vice-Chair election announcement (Carole) 2. Secretary position needs to be filled (Carole) 3. Law Tech News member benefit and possibly Small Firm Biz (Carole) 4. CD: update re: Bottom Line CD & new search engine (Carole) 5. LegalTech \$200 ad (Carole) 6. Council of Section Chairs meeting (Ed) 7. Law.com/The Recorder update re: LPMT co-sponsorship of their September 21, 2004 Technology seminar at the Hyatt Regency SF (Carole and Ed)
3:40-4:45	Sub-committee Reports
3:40-3:50	Education 1. LegalWorks report re vendors' interest in member benefits and Bottom Line articles (Carole and others who staffed booth) 2. LegalTech West June 8 and 9 in Los Angeles. Need members to staff booth. 3. Annual meeting: Schedule of seminar "assistants" (Neal)
3:50-4:00	Special Projects 1. Free-standing seminar Sept. 9, 2004 report re: final agenda/speakers, sponsors, etc. (Richard and Ed) 2. Reinstatement of LPMT for MCLE credit (Jim, Dana, Carole and Ed)
4:00-4:10	Vendor 1. Member Benefits List Report: need to draft letter to participating vendors and send Bottom Line 2. Advertisements in The Bottom Line newsletter (Russ)
4:10-4:20	Website
4:20-4:30	Newsletter 1. Articles and mcle quizzes needed/deadline reminders
4:30-4:40	By-Laws 1. Report about new proposed policies with focus on guidelines for Special Advisors/Liaisons and attendance rules (Deana and Peter)
4:40-4:50	Long Range Planning (Marcia)
4:50-5:00	Membership
5:00	New Business and Adjourn by 5:00 p.m.